

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

PROGRAM: 710 Financial Management & Analysis

TOTAL PROPOSED PROGRAM REDUCTION: \$173,416

CURRENT		PROPOSED	
PROGRAM			
CURRENT PROGRAM OUTCOME STATEMENT		PROPOSED PROGRAM OUTCOME STATEMENT	
Ensure a secure and strong financial position for the City through fiscal stewardship of City resources and financial expertise in City operations.		No Change.	
PROGRAM OUTCOME MEASURES			
CURRENT MEASURES	NO.	PROPOSED MEASURE	NO.
90% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed and the appropriate action taken.	90%	75% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed and the appropriate action taken.	75%
PROGRAM FISCAL IMPACT			
TOTAL CURRENT PROGRAM BUDGET	\$1,228,649	TOTAL PROPOSED PROGRAM BUDGET	\$1,055,233
		PERCENT REDUCTION	14%

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$5,720

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71001** **Internal Audit**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710001 - Perform Financial/Operational Audits; 710002 - Perform Follow Up Audits

This proposed reduction will eliminate one Management Intern position.

(The other portion of the Management Intern position is reduced from SDPs 71002, 71003, 74301, and 74303)

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This proposed reduction will affect the number of yearly internal audits that the Finance Department can conduct, particularly in the area of financial and operational reviews of city practices, and may result in lost efficiency/other savings.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide internal auditing services for the city.				Same			
OUTCOME MEASURES							
MEASURE		NO.		MEASURE		NO.	
Percentage of audit recommendations which receive audit follow-up.		85%		Percentage of audit recommendations which receive audit follow-up.		75%	
Audits or other analyses requested by the City Manager or other departments are completed within stated timeframes 85% of the time.		85%		Audits or other analyses requested by the City Manager or other departments are completed within stated timeframes 75% of the time.		75%	
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710002	Follow Up Audits	A Follow Up Audit	7	710002	Follow Up Audits	A Follow Up Audit	4
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$337,697		TOTAL PROPOSED BUDGET		\$337,697	
				PERCENT REDUCTION		1.69%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: **\$28,598**

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71002** **Financial Analysis**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710007 - Department Requests for Consulting Services; 710008 - Legislative Analysis; 710009 - Revenue and Expense Monitoring

This proposed reduction eliminates one Management Intern position.

(The other portion of the Management Intern position is reduced from SDPs 71001, 71003, 74301, and 74303)

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This SDP is responsible for a wide array of financial analyses for the City in the areas of internal consulting, legislative analysis, revenue and expense monitoring, external revenue audits and economic development analysis. The proposed reductions will reduce the department's ability to analyze the fiscal impacts of legislation and will also reduce the ability to provide analytical support to city departments and the City Council.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide on-going fiscal analysis for the City Manager and Department Directors.				Same			
OUTCOME MEASURES							
MEASURE		NO.		MEASURE		NO.	
90% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed.		90%		75% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed.		75%	
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710007	Dept. Consulting	Work hours	1600	710007	Dept. Consulting	Work hours	1450
710008	Legislative Analysis	Legislation Analyzed	20	710008	Legislative Analysis	Legislation Analyzed	15
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$500,354		TOTAL PROPOSED BUDGET		\$471,757	
				PERCENT REDUCTION		5.72%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$953

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71003** **Provide Management and Administrative Services**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710017 - Training

This reduction proposal eliminates one Management Intern position.

(The other portion of the Management Intern position is reduced from SDPs 71001, 71002, 74301, and 74303)

DESCRIPTION OF SERVICE DELIVERY IMPACT:

There is no service level impact for this portion of the reduction proposal.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide management and administrative services in support of program activities.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
80% of non-routines are completed within initial plan.			80%	70% of non-routines are completed within initial plan.			70%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710017	Training	Training Hours	180	710017	Training	Training Hours	155
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$390,598		TOTAL PROPOSED BUDGET		\$389,645	
				PERCENT REDUCTION		0.24%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$64,963

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71002** **Financial Analysis**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710007 - Department Requests for Consulting Services; 710009 - Revenue and Expense Monitoring; 710010 - Audit/Analyze External Revenue Sources. This reduction proposal eliminates one Management Analyst position. Additional detail is provided on the SDP 71003 Budget Reduction Form.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This SDP is responsible for a wide array of financial analyses for the City in the areas of internal consulting, legislative analysis, revenue and expense monitoring, external revenue audits and economic development analysis. The proposed reductions will reduce by one-third the department's analytical team and will impact the ability to provide analytical support to the City Manager and City Council.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide on-going fiscal analysis for the City Manager and Department Directors.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
90% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed.			90%	75% of legislative agenda, identified by the Finance Director as having potential fiscal impacts, is analyzed.			75%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710007	Dept. Consulting	Work hours	1600	710007	Dept. Consulting	Work hours	950
710008	Legislative Analysis	Legislation Analyzed	20	710008	Legislative Analysis	Legislation Analyzed	20
710009	Rev/Exp Monitoring	Funds Reviewed	15	710009	Rev/Exp Monitoring	Funds Reviewed	15
710010	Audit External Revenue	Revenue Audit Completed	3	710010	Audit External Revenue	Revenue Audit Completed	3
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$500,354		TOTAL PROPOSED BUDGET		\$435,392	
				PERCENT REDUCTION		12.98%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$31,182

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71003** **Provide Management and Administrative Services**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710015 - General Administration; 710016 - Special Projects; 710017 - Training

This reduction proposal eliminates one Management Analyst position. Additional detail is provided on the SDP 71002 Budget Reduction Form.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This proposal will reduce by 40% the department's ability to complete non-routine projects and will reduce by 30% the capacity to provide general administration within the department.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide management and administrative services in support of program activities.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
80% of non-routines are completed within initial plan.			80%	70% of non-routines are completed within initial plan.			70%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710015	General Administration	Works Hours	900	710015	General Administration	Work hours	600
710017	Training	Training Hours	180	710017	Training	Training Hours	155
710016	Special Projects	Works Hours	700	710016	Special Projects	Works Hours	425
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$390,598		TOTAL PROPOSED BUDGET		\$359,416	
				PERCENT REDUCTION		7.98%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$39,000

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71001** **Internal Audit**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

710001 - Perform Financial/Operational Audits; 710002 - Perform Follow Up Audits

This proposed reduction will eliminate \$39,000 in consulting costs.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This proposed reduction will affect the number of yearly internal audits that the Finance Department can conduct, particularly in the area of financial and operational reviews of city practices. Loss of audit consulting services will reduce by 39% the number of financial/operational and followup audits that the department can conduct. Though difficult to quantify, it is expected that this reduction will result in lost efficiency and other process-oriented savings.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide internal auditing services for the city.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Percentage of audit recommendations which receive audit follow-up.			85%	Percentage of audit recommendations which receive audit follow-up.			75%
Audits or other analyses requested by the City Manager or other departments are completed within stated timeframes 85% of the time.			85%	Audits or other analyses requested by the City Manager or other departments are completed within stated timeframes 75% of the time.			75%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
710001	Fin./Op Audits	An Audit	7	710001	Fin./Op Audits	An Audit	4
710002	Follow-Up Audits	A Follow-Up Audit	7	710002	Follow-Up Audits	A Follow-Up Audit	4
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$337,697		TOTAL PROPOSED BUDGET		\$298,697	
				PERCENT REDUCTION		11.55%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

PROGRAM: 719 Accounting and Financial Reporting

TOTAL PROPOSED PROGRAM REDUCTION: \$67,369

CURRENT		PROPOSED	
PROGRAM			
CURRENT PROGRAM OUTCOME STATEMENT		PROPOSED PROGRAM OUTCOME STATEMENT	
Enable City management and staff, City Council and regulatory agencies to make informed decisions regarding the financial affairs of the City by collecting, categorizing and reporting financial and managerial information.		No Change.	
PROGRAM OUTCOME MEASURES			
CURRENT MEASURES	NO.	PROPOSED MEASURE	NO.
The accounting records are closed each month within 10 business days 90% of the time.	90%	The accounting records are closed each month within 10 business days 80% of the time.	80%
90% of City management and staff rates the quality of service provided by the Accounting Division as satisfactory.	90%	80% of City management and staff rates the quality of service provided by the Accounting Division as satisfactory.	80%
PROGRAM FISCAL IMPACT			
TOTAL CURRENT PROGRAM BUDGET	\$755,235	TOTAL PROPOSED PROGRAM BUDGET	\$687,866
		PERCENT REDUCTION	9%

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: **\$19,589**

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71901** **Accounting**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

Program 719, Accounting and Financial Reporting, has a vacant Accountant position. Instead of filling this position, the division will share the Accountant in the purchasing division. Therefore the reduction is a half of an accountant position equivalent to 900 hours for the whole program.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

We currently monitor all GL accounts by performing account reconciliations on a periodic basis to ensure that all transactions have been correctly posted in each accounting period. With this reduction, some of these reconciliations will not be performed and errors may not be detected.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Collect and categorize information, process and analyze transactions and reconcile accounts.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Record fixed asset transactions within 60 days of date of transaction.			60 days	Record fixed asset transactions within 365 days of date of transaction.			365 days
95% of general ledger accounts reconciled to supporting detail each quarter.			95%	75% of general ledger accounts reconciled to supporting detail each quarter.			75%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
719003	Reconcile GL Accounts	An Account Reconciled	409	719003	Reconcile GL Accounts	An Account Reconciled	359
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$270,479		TOTAL PROPOSED BUDGET		\$250,890	
				PERCENT REDUCTION		7.24%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$14,691

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71902** **Reporting**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

Program 719, Accounting and Financial Reporting, has a vacant Accountant position. Instead of filling this position, the division will share the Accountant in the purchasing division. Therefore the reduction is a half of an accountant position equivalent to 900 hours for the whole program.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Currently the division manages third party audits such as those performed for VTA, gas tax revenues, Federal and State granting agencies, and others. With this reduction, the number of such audits will be reduced by 40%.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Share information with City management and staff, City Council and regulatory agencies.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Accounting Period reports are available to users within 10 days 90% of the time.			90%	Accounting Period reports are available to users within 10 days 80% of the time.			80%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
719011	Manage 3rd party audits	An Audit	5	719011	Manage 3rd party audits	An Audit	3
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$307,304		TOTAL PROPOSED BUDGET		\$292,613	
				PERCENT REDUCTION		4.78%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$9,794

SERVICE DELIVERY PLAN (NUMBER AND NAME): **71904** **Accounting Division - Provide Management and Administration**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

Program 719, Accounting and Financial Reporting, has a vacant Accountant position. Instead of filling this position, the division will share the Accountant in the purchasing division. Therefore the reduction is a half of an accountant position equivalent to 900 hours for the whole program.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Reduce special projects and training hours

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide management and administrative services in support of program activities.				Same			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Employees attend at least 25 hours of training per year			175	Employees attend at least 25 hours of training per year			150
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
719017	Special Projects	A Project Completed	5	719017	Special Projects	A Project Completed	2
716018	Training	A Training Hour	175	716018	Training	A Training Hour	150
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$117,250		TOTAL PROPOSED BUDGET		\$107,456	
				PERCENT REDUCTION		8.35%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

PROGRAM: 740 Procurement Management

TOTAL PROPOSED PROGRAM REDUCTION: \$177,695

CURRENT		PROPOSED	
PROGRAM			
CURRENT PROGRAM OUTCOME STATEMENT		PROPOSED PROGRAM OUTCOME STATEMENT	
Purchase, or facilitate the purchase of goods and services of appropriate quality at the best possible price to support City operations.		No Change.	
PROGRAM OUTCOME MEASURES			
CURRENT MEASURES	NO.	PROPOSED MEASURE	NO.
Formal bid procurement cycle time is equal to the average of the previous three years (50 days).	50 days	Formal bid procurement cycle time is within 20% of the average of the previous three years.	+/- 20% of 50 days
Informal bid procurement cycle time is equal to the average of the previous three years (13 days).	13 days	Informal bid procurement cycle time is within 20% of the average of the previous three years.	+/- 20% of 13 days
Public Works project procurement cycle time is equal to the average of the previous three years (90 days).	90 days	Public Works project procurement cycle time is within 20% of the average of the previous three years.	+/- 20% of 90 days
Supplier payments are made within City standard payment terms 90% of the time.	90%	Supplier payments are made within City standard payment terms 75% of the time.	75%
PROGRAM FISCAL IMPACT			
TOTAL CURRENT PROGRAM BUDGET	\$1,424,712	TOTAL PROPOSED PROGRAM BUDGET	\$1,247,017
		PERCENT REDUCTION	12%

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$75,122
SERVICE DELIVERY PLAN (NUMBER AND NAME): 74001 **Procurement Management**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

The SDP is responsible for Centralized Procurement of Goods and Services Required to Support Citywide Activities. This proposed reduction eliminates one Buyer position (1525 hours). The remaining hours are reduced from SDP 74005.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Probable longer time to process purchases. However, impact should be mitigated by reduced expenditures Citywide.

Impact can also be mitigated by increasing the formal bid and Council contract award amount from \$50,000 to \$100,000 (estimated 1/3 reduction in the number of formal bids).

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Citywide Procurement of Goods and Services				Citywide Procurement of Goods and Services			
OUTCOME MEASURES							
MEASURE		NO.	MEASURE		NO.		
Procurement cycle is equal to the average of the previous three years for formal purchases.		50 days	Procurement cycle is within 20% of the average of the previous three year cycle for formal purchases.		+/- 20% of 50 days		
Procurement cycle is equal to the average of the previous three years for informal purchases.		13 days	Procurement cycle is within 20% of the average of the previous three year cycle for informal purchases.		+/- 20% of 13 days		
Procurement cycle is equal to the average of the previous three years for City construction projects.		90 days	Procurement cycle is within 20% of the average of the previous three years for City construction projects.		+/- 20% of 90 days		
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
740000	Formal Purchases	A Contract Issued	100	740000	Formal Purchases	A Contract Issued	65
740001	Informal Purchases	A Contract Issued	1700	740001	Informal Purchases	A Contract Issued	1500
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$388,356		TOTAL PROPOSED BUDGET		\$313,234	
				PERCENT REDUCTION		19.34%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$44,073

SERVICE DELIVERY PLAN (NUMBER AND NAME): **74002** **Payment of Supplier Invoices**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

This proposed reduction eliminates 900 Accountant hours, or one-half of a position (the other half is reduced from SDP 74004).
This SDP is responsible for payment of City's obligations by purchasing card or check and filing of IRS and EDD reports.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Drastically reduce number of plastic purchasing cards. This will result in a loss of convenience to departments and an increase in number of invoices. Impact will be mitigated by the implementation of electronic catalogs and the establishment of purchasing card "ghost accounts" that are tied to specific catalogs and available to selected staff. This reduction is also contingent on less spending throughout the City.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Payment of Supplier Invoices				Payment of Supplier Invoices			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
The percentage of checks issued error free is within a 10% variance of the prior three year average.			98.07%	The percentage of checks issued error free is within a 25% variance of the prior three year average.			98.07%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
740003	P-Card Administration	A Transaction Processed	4000	740003	P-Card Administration	A Transaction Processed	500
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$342,039		TOTAL PROPOSED BUDGET		\$297,966	
				PERCENT REDUCTION		12.89%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$35,253

SERVICE DELIVERY PLAN (NUMBER AND NAME): **74004** **Central Warehousing**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

This proposed reduction eliminates 900 Account hours, or one-half of a position (the other half is reduced from SDP 74002).

This SDP is responsible for stock commonly used items at a central location for distribution to City employees, as required, and collection and disposal of surplus property.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Reduction in Stores hours from 6 a.m. to 4 p.m. Monday through Friday to 6 a.m. to 2:30 p.m. Monday through Friday.

Reduced hours may mean delays in ordering which could increase stock outage rate, delays in time required for removal of surplus property from work areas, and delays in centralized receiving. Mitigated by reduction in stock issues.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Central Warehousing and Disposal of Surplus Property				Central Warehousing and Disposal of Surplus Property			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Stock outage rate is within a 10% variance of the prior three year			1.14%	Stock outage rate is within a 25% variance of the prior three year average.			1.14%
End user is notified within one working day that shipment has been received 95% of the time.			95%	End user is notified within one working day that shipment has been received 75% of the time.			75%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
740019	Inventory Mgmt	Work Hours	2665	740019	Inventory Mgmt	Work Hours	1765
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$308,277		TOTAL PROPOSED BUDGET		\$273,024	
				PERCENT REDUCTION		11.44%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: \$13,547

SERVICE DELIVERY PLAN (NUMBER AND NAME): 74005 Purchasing Division - Management and Administrative Services

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

This SDP provides management and administrative services in support of Procurement Mgmt Program. The proposed reduction eliminates one Buyer position (275 hours). The remainder is reduced from SDP 74001.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

Decrease hours available for consulting services.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Provide management and administrative services.				Provide management and administrative services.			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
None				None			
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
740023	Consulting Services	Work Hour	900	740023	Consulting Services	Work Hour	750
740025	Training	Work Hour	950	740025	Training	Work Hour	825
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$265,845		TOTAL PROPOSED BUDGET		\$252,298	
				PERCENT REDUCTION		5.10%	

CITY OF SUNNYVALE
Finance Department Program Budget Reduction for FY 2003/2004

TOTAL PROPOSED REDUCTION: **\$33,840**

SERVICE DELIVERY PLAN (NUMBER AND NAME): **74401 Billing and Receiving Payment**

DESCRIPTION OF THE PROGRAM, SERVICE DELIVERY PLAN, OR ACTIVITY BEING REDUCED:

This proposed reduction eliminates 900 Accounting Technician hours, or one-half of a position, in the Business License Activity.

DESCRIPTION OF SERVICE DELIVERY IMPACT:

This current full time position serves as the Cashier position for approximately 2 hours per day. Reducing this position by one-half will result in a delay in processing business license tax certificates from a maximum of 30 days to a maximum of 60 days.

CURRENT				PROPOSED			
SERVICE DELIVERY PLAN							
DESCRIPTION OF SERVICE DELIVERY PLAN				DESCRIPTION OF SERVICE DELIVERY PLAN			
Generate bills and receive payments for City operations				Generate bills and receive payments for City operations			
OUTCOME MEASURES							
MEASURE			NO.	MEASURE			NO.
Staff verifies the calculations on the Business Tax return and any errors are addressed with the remitter within 30 days from the return submittal date.			90%	Staff verifies the calculations on the Business Tax return and any errors are addressed with the remitter within 60 days from the return submittal date.			90%
ACTIVITIES/PRODUCTS							
ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT	ACTIVITY #	DESCRIPTION	PRODUCT TYPE	PRODUCT
744001	Business Licensing	A license issued	8500	744001	Business Licensing	A license issued	8500
FISCAL IMPACT							
TOTAL CURRENT BUDGET		\$297,702		TOTAL PROPOSED BUDGET		\$263,862	
				PERCENT REDUCTION		11.37%	